

-----**-FOR IMMEDIATE POSTING TO BULLETIN BOARD-**-----

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008
TELEPHONE: (904) 823-0439 / DSN: 822-0439

FLNG COUNTERDRUG POSITION #09-32

OPEN TO: Current Members of the Florida National Guard	MIN / MAX GRADE: E-4 / E-5
POSITION: RECON Administrative / Operations NCO	MOS / AFSC: Immaterial
LOCATION: Jacksonville area, Florida	OPEN DATE: 9 September 2009
AGENCY: FLNG Counterdrug Program (400-03)	CLOSE DATE: 9 October 2009

MINIMUM QUALIFICATION REQUIREMENTS

1. The Florida National Guard Counterdrug (CD) Program is seeking to fill an Administrative Support position with the CD Recon Section, located at Camp Blanding, Starke, Florida. Duties as administrative support with the Recon to include preparation of TDY requests and supply requests, updating CD databases, and other duties as assigned. Position may also require short periods of TDY or alternate work locations such as Cecil Field, Jacksonville, FL. Additional requirements outlined on reverse.
2. Applicants must have approval of their unit commander and be MOS/DAFSC qualified for the unit position they currently occupy. IAW NGR 500-2, selectee will remain in assigned unit and will be required to attend all UTAs and ATs.
3. Selectee will present a favorable military image and be required to uphold the highest standards of conduct and military personal appearance while on Counterdrug tour.
4. Selected individual will be placed on Title 32 FTNG-CD orders beginning tentatively October 2009. PCS may be authorized. Contingent upon budget approval and duty performance, orders may be renewed for future fiscal year. Participation in the FLNG CD Program is contingent upon receipt/availability of congressional appropriations each fiscal year and mission requirements/priority. Orders may be curtailed if funds are not appropriated.
5. The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.

APPLICATION INSTRUCTIONS

Submit documentation listed below to the address outlined on reverse, ATTN: JDOMS-CD (SFC Lisa Wells). Applications received after Close of Business (COB) on the closing date indicated will be returned without action. Failure to submit the minimum documentation will cause your packet to be returned without consideration for the position. **NOTE: Applications will not be returned to applicants without a self-addressed stamped envelope, due to the cost of postage.**

DO NOT forward packets in a three ring binder. Other folders are acceptable and will be processed; however, binders will not be returned due to the cost of postage.

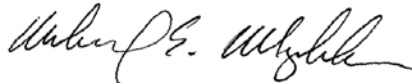
1. Letter of introduction (include position number & location) stating your interest in the position and how you will add value to the program.
2. Resume outlining civilian/military experience and education.
3. Copy of current DA Form 2-1 (**ARNG**) or Current Records Review (RIP) within the last 6 months (**ANG**). Virtual MPF printout is acceptable.
4. **ARNG:** Copy of **Current Periodic Health Assessment (PHA)** taken within the last **12 months**. Soldiers must have a favorable PHA (IAW) AR 40-501, Chapter 3 and Chapter 10, conducted within 12 months prior to initial entry into the CD Program. Soldiers whose physical profile serial (PULHES) contains a "3" or "4" must meet the requirements of AR 600-60 prior to entry to the CD program. Cite NGR 500-2, para 8-12c, as authority for PHA. Applicants must provide results of HIV test taken within past 5 months. **ANG:** Submit current AF Form 422 conducted within past 2 years (whether you are on a profile or not) for review by State Air Surgeon. Applicants must provide results of HIV test taken within past 6 months.

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Counterdrug Aviation Reconnaissance Team
Administrative/Operations NCO

5. DA Form 7349 (**ARNG**) or AF Form 895 (**ANG**) completed within past 30 days and copy of Body Fat Content Worksheet (DA Form 5500-R or NGB Form 160-1-R), if applicable.
6. **ARNG:** Copy of most recent PT Score card (DA Form 705) reflecting at least the last two physical fitness scores. **ANG:** or ANG Fitness printout, reflecting last two physical fitness tests with a passing score of at least 75%.
7. **ARNG:** Copy of NGB Form 23, Retirement Points Statement (RPAM). **ANG:** AF Form 526 (Retirement Points). See your unit for this document
8. Original DD Form 369 (Police Records Check) certified within past 30 days.
9. Commander's letter of recommendation that also includes your current MOSQ/DAFSC status and verifies that you currently meet physical fitness/height/weight standards.
10. Last three NCOERs/OERs (**ARNG**) or Performance Reports (**ANG**) (last three if you have three).
11. **Include your email address on the resume.** You will be notified of your selection/nonselection by email
12. Copy of valid Florida drivers' license.

If you do not have a specific document or have any questions, please call prior to submitting your packet!!



MICHAEL E. MUZELAK
LTC, AR, FLARNG
Counterdrug Coordinator

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FLNG COUNTERDRUG POSITION #09-32
Counterdrug Aviation Reconnaissance
Administrative/Operations NCO

DEFINITION: Serve as Administrative / Operations NCO for the Counterdrug RECON FA in North Florida. Duties include; extensive preparation of requests for orders and travel vouchers; TDA supply functions; inspection compliance; and other duties as assigned.

DISTINGUISHING CHARACTERISTICS: This position is the CD administrative / operations representative located at the CBJTC or Cecil Field office. Typical duties may also include clerical processing, DTS request, travel arrangements, and supply functions.

EXAMPLES OF DUTIES: Incumbents are expected to learn to assume the full scope of duties, which may include but are not limited to the following:

- Conduct ongoing coordination with FLNG-CDC and CD RECON administration to ensure that short and long range requirements are understood and accomplished in a timely manner.
- Completes and submits FLNG documentation to FLNG offices as required.
- Coordinates with Law Enforcement Agencies, Department of Homeland Security, and other Military Agencies to arrange support for CD RECON support.
- Maintains personnel records, travel, orders, time and attendance, awards, procurement, logistics, property, correspondence and office equipment.
- Program administrator for Counterdrug Information System; tracks mission results such as seizures, detections, arrests, training and flying hours.

EMPLOYMENT STANDARDS:

1. Must be an E-4 or E-5.
2. Possess significant experience in program administration / operations, or any comparable combination of training, education, and experience that is equivalent to the employment standards listed above and that provides the required knowledge and abilities.

Preferred Qualifications: Supply and Personnel experience.

Knowledge of: Personnel and supply actions at the unit level.

Ability to: manage personnel folders, training records and certificates, mission documentation, and use personal computer applications including spreadsheet software; write memos and reports clearly and concisely; organize work and set priorities to meet deadlines; read, understand and apply administrative policies to all program functions; establish and maintain effective working relationships with others; and perform other duties as may be required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Working knowledge of Defense Travel System (DTS) and Counterdrug Mission Information Systems (CMIS) programs.

Ability to: input and track travel request and vouchers in DTS as well as input data into CMIS or equivalent program

Minimum Administrative Requirements:

- Member of the Florida National Guard (Adhering to basic FLNG Standards).
- Have negative results on Drug Urinalysis. Urinalysis testing is required upon entry on active duty and CD members are subject to periodic testing while on FTNGDCD.
- Must not be pending or under a current suspension of favorable personnel action (flagged).
- Have a favorable National Agency Check (NAC/ENTNAC) within past 10 years.
- **ARNG selectee** Must have a favorable PHA (IAW) AR 40-501, Chapter 3 and Chapter 10, conducted within 12 months prior to initial entry into the CD Program. Soldiers whose physical profile serial (PULHES) contains a "3" or "4" must meet the requirements of AR 600-60 prior to entry to the CD program.
- IAW AR 600-110, para 5-2a, HIV test must be within 6 months prior to start date.

- **ANG selectee** must meet the Active Duty initial induction medical standards as outlined in AFI 48-123, Attachment 3. Current physical must be within past 24 months and AF Form 895 must be completed within past 30 days. If current physical is over 24 months old, report to nearest MEPS or active component military medical treatment facility authorized to conduct an active duty induction physical examination. Cite NGR 500-2, para 8-16a, and TAG Command Policy Memorandum as authority. HIV test must be within 6 months prior to start date. If over 40 years of age, submit Cardiac Risk Index.
- Meet height and weight standards. Failure to maintain weight control standards after selection will result in immediate termination of Counterdrug duty.
- Meet physical fitness standards. Failure to maintain physical fitness standards after selection will result in immediate termination of Counterdrug duty.
- Pass a background check. Failure to meet acceptable standards after selection will result in immediate termination of Counterdrug duty. Rejection by LEA could result in removal from Counterdrug duty.
- Outside employment, associations and off-duty conduct/activities must be consistent with federal directives of ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC according to para 8-25 of NGR 500-2.
- Selectee is required to comply with state laws and DoD 5500.7-R.
- Possess valid Florida driver's license.

Mail applications to:
 FLNG Counterdrug Program
 JDOMS-CD (ATTN: SFC Wells)
 475 West Town Place Suite 205
 St. Augustine, Florida 32092